

c 128 d / 48

App. F. IX-4

File No. 450-48

Previous References.

1948.49

Serial Nos. 1

CB 39-46-1

CB 156-42-1

(CB)

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. one

Part B for April 1949.

SUBJECT

Representation of Sri D.K. Seemra as a Special
officer, Efficiency Audit, for improving the status and
emoluments of the Special Officer, Efficiency Audit.

Noted

SOMAO
13/4

Special Officer,
2161
CB

OFFICE OF THE MINISTERS, EFFICIENCY AUDIT.

Representation of Sri D.C. Srinivasachari, Special Officer, Efficiency Audit

ORDER

NOTE

NO. NO. 29/48-49

OFFICE OF THE MINISTER,
F. & EX.
No. 1603
Date 11/11/48

OFFICE OF THE
CHIEF MINISTER
No. C2
Date 29.12.48

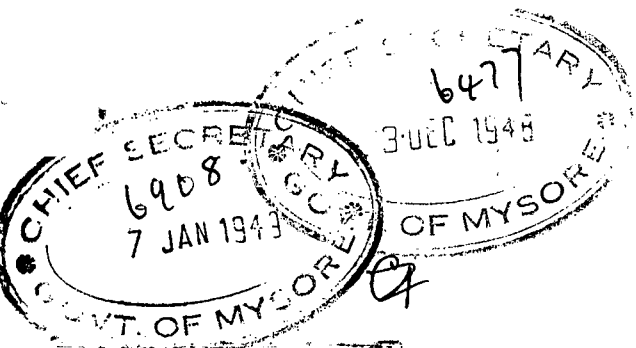
83

CB

28.9.48

UP

OFFICE OF THE MINISTER,
F. & EX.
No. 4179
Date 23/12/48



CHIEF SECRETARY
GOVT. OF MYSORE
3140

The views of the Finance department may be obtained and the D.C.N. prepared for Council - to be considered at a meeting.

2.48
10 AM

ALL 571

UP

Chief Minister
Dewan

I submit herewith a note embodying a representation of mine re: the status and emoluments of the post of Special Officer, Efficiency Audit, for favour of order.

Minister, P.H. & EX.
& Chief Minister

Chief Secretary

23.9.48

28

UP

29/12/48

The chief of the unit is the member of the committee. The member of the committee is the member of the committee. The member of the committee is the member of the committee.

Chief Minister may be placed before the Council P.T.O. 28/12

Serial
No.

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b) The collection relating to the appointment of Sri C. J. Machia as special officer is put up. He was started on a pay of Rs 700/- p.m. in grade 600-52-800 with a duty allowance of Rs 100/- p.m. in December 46. The grade pay was subsequently revised to Rs 800-25-900 and Sri C. J. Machia was permitted to draw Rs 800/- in the grade with effect from 24-10-47. The present officer Sri K. Venjarappa has been drawing a fixed pay of Rs 1000 p.m.

7) Sri D. K. Srinivasachari is the senior most senior Amt Commissioner awaiting promotion as Dy. Commr. The proposal to raise the status of his office to that of a Dy. Commr. with a starting pay of Rs 800/- p.m. has been ordered to be considered at a meeting of the Council after obtaining the opinion of the financial Dept.

CKD

9/2/49

Ind
9.2.49

8) The representation of Sri D. K. Srinivasachari, which clearly explains the facts of

Serial
No.

of the case is for perusal.

Among the administrative measures recommended by the Anti-corruption Measures Investigation Committee, the most important one was the creation of the post of a Spl. Officer for Efficiency Audit and Anti-Corruption Measures for a period of five years in the first instance. This officer was to have two branches working under him: one an Efficiency Audit Branch and the other Anti-Corruption Branch, each of which to be placed under the immediate charge of an officer of status not less than that of a Dy. Commr. But Govt. sanctioned the creation of an appointment of a Spl. Officer for the purpose with the designation,

"Dir, Efficiency Audit". Sri P. Appaji Gowda was appointed Dir, Efficiency Audit and Sri D.K. Srinivasachar, Asst. Commr., as Asst. to the Dir of Efficiency Audit. As Asst. to the Dir Sri Srinivasachar was allowed his pay plus an allowance of Rs 100 p.m. In November 1946, the Dept. was placed under the direct charge of a Minister and Sri D.K. Srinivasachar was appointed Spl. Officer, Efficiency

"P"

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Serial
No.

Efficiency Audit and Sri C. D. Machia
Sr. Supt. of Police was appointed
Spl. Officer for Anti-Corruption Measures.
10) Sri D. K. Simirachar ~~as~~ Spl.
~~Officer~~ as Spl. Officer Efficiency Audit
has continued to draw his own pay
in the Rev. Dept. and the allowance
of Rs 100/- pm. that was formerly ~~given~~
to him. But Sri Machia as Spl. Officer
Anti-Corruption Measures, was given a
pay of Rs 700/- pm. in the grade of
Rs 600-50/- 800 with a duty allowance
of Rs 100/- pm. The reasons given are
that as Sri Machia will be required
to do very onerous and responsible
duties and as he may have to
tackle the cases of gazetted officers also,
it is very necessary to give him
adequate status and pay if he
has to function effectively and
efficiently and that since no Dir
~~one~~ is proposed to be appointed,
much of the responsibility in regard
to the measures to be taken for
checking or controlling malpractices and
detection and investigation of cases
will devolve on him. In Oct. 1947 the
pay of Spl. Officer Anti-Corruption was
revised to Rs 800-25/- 900 and Sri Machia

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Serial
No.

"W"

was permitted to draw a pay of Rs 800/- in the revised grade and the duty allowance of Rs 100/- on the loaning of the services of the ~~services~~ of Sri Raghia to Govt. of India, Sri K. Hanjappa was appointed Spl. Officer Anti-Corruption on a pay salary of Rs 1000/- p.m.

It may therefore be seen from the above that when the pay of the Spl. Officer, Anti-Corruption has gone on improving from time to time the pay of the Spl. Officer, Efficiency Audit has remained what it was at the time of its inception. Para 4 of the representation gives the items of work and the duties of the Spl. Officer, Efficiency Audit. The work of Revenue Audit which was until recently attended to in the Rev. Comr's Office, is stated to have been taken by the Efficiency Audit Branch. This work and duties are in ~~no~~ no way less onerous and responsible than those of the Spl. Officer, Anti-Corruption. In view of this some improvement in his emoluments appears called for.

Sri D. K. Srinivasachari

He is now the Senior most

Officer in the cadre of Sr. Asst. Comr.

Serial
No.

and the next officer to be promoted as
dy. comm.

13) Reference para 5 of the notes.
(chief Secy)

amp
9.2.49

14) Refe. orders of the Dewan
at para 5.

15) The views of the F.D. may
please be recorded.

Finl. Secy (W/Ps)

11/2
9/2
amp
9.2.49

16) Kind reference is invited to the note of the Finan-
cial Secretary dated 13-11-46 in C.B. file no 197-
46-1 (collection 33-46) and especially to the
last sentence thereof. I agree with the view ex-
pressed therein and have nothing to add to it.

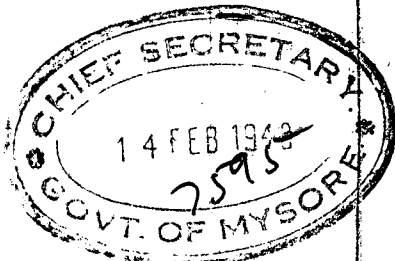
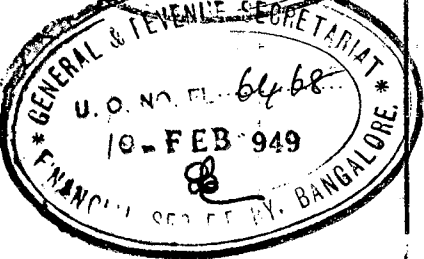
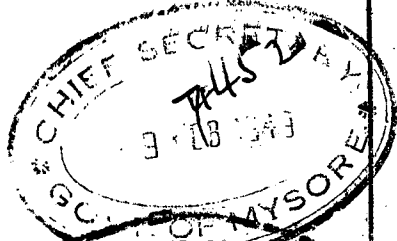
17) Since these two offices (Efficiency Au-
dit and Anti-corruption) have existed for two
years by now, it may be kindly considered
whether it is not now possible to have only one
officer for both these Departments, especially
as this will conduce to economy.

ch. Secy (W/Ps)

11.2.49.
12/2

18) Council note please

11/2
amp
11/2/49



"2"

Representation of Mr. K. Srinivasachari

File No.:

of 194

2161
CRB

General and Revenue
Secretariat

Serial
No.

off-council notice put up

Chief Secy)

amr.

16/2/49

Chs
16/2

Ind
16.2.49

C/p/d

16/2

16/2

amr

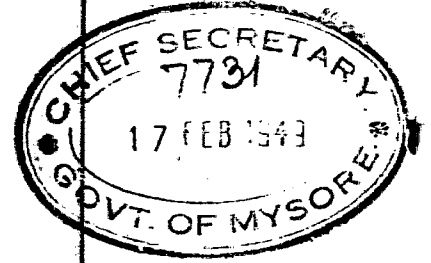
18/2/49

Council File No. 1288

For Consideration
at a Meeting of Council

amr

3. 3. 49



CIRCULATION NOTE

Subject: Proposals to improve the status and emoluments of the Special Officer, Efficiency Audit.
Representation of Sri D.K. Srinivasachar, B.Sc. (1944)

Among the administrative measures recommended by the Anti-Corruption Measures Investigation Committee, the most important one was the creation of the post of a Special Officer for Efficiency Audit and Anti-Corruption Measures for a period of five years in the first instance. This officer was to have two branches working under him; one an Efficiency Audit Branch and the other an Anti-Corruption Branch, each of which to be placed under the immediate charge of an officer of status not less than that of a Deputy Commissioner. But Government sanctioned the creation of an appointment of a Special Officer with the designation "Director, Efficiency Audit". Sri J. Appaji Reddy was appointed Director, Efficiency Audit and Sri D.K. Srinivasachar, Assistant Commissioner, Assistant to the Director of Efficiency Audit. As Assistant to the Director, Sri Srinivasachar was allowed his pay plus an allowance of Rs.100/- p.m. In November 1946, the Department was placed under the direct charge of a Minister and Sri D.K. Srinivasachar was appointed Special Officer, Efficiency Audit and Sri C.I. Kachio, Senior Superintendent of Police was appointed Special Officer for Anti-Corruption Measures.

Sri D.K. Srinivasachar as Special Officer, Efficiency Audit has continued to draw his own pay in the Revenue Department and the allowance of Rs.100/- p.m. that was formerly granted to him. But Sri Kachio as Special Officer, Anti-Corruption Measures, was given a pay of Rs.700/- p.m. in grade of Rs.600-50/2-800 with a duty allowance of Rs.100/- p.m. The reasons given were that as Sri Kachio would be required to do very onerous and responsible duties and as he may have to tackle the cases of Casetted Officer also, it was very necessary to give him adequate status and pay if he had to function effectively and efficiently and that since no Director was proposed to be appointed much of the responsibility in regard to the measures to be taken for checking or controlling malpractices and detection and investigation of cases would devolve on him. In October 1947, the pay of Special Officer, Anti-Corruption was revised to Rs.800-25-900, and Sri Kachio

was permitted to draw a pay of Rs.800/- in the revised grade and the duty allowance of Rs.100/-. On the joining of the services of Sri. Machia to Government of India, Sri R. Nanjarappa was appointed Special Officer, Anti-Corruption on a salary of Rs.1,000/- per month.

Sri L.R. Crinivachar stated that whereas the pay of the Special Officer, Anti-Corruption has gone on improving from time to time, the pay of the Special Officer, Efficiency Audit, has remained what it was at the time of its inception, though the work involved is equally arduous and responsible. The work involves not only inspection and examination of various departmental officers, including frequently those of Deputy Commissioners of Districts and even of Heads of Departments. The work of Revenue Audit, which was till recently attended to in the Revenue Commissioner's Office, has been added on to the Efficiency Audit Branch. He feels that in order that the work of the Branch may be fully effective, an Officer of the rank and status of a Deputy Commissioner will be best fitted to hold the appointment. He therefore requests that the status of the Officer may be raised to that of a Deputy Commissioner with a minimum pay of Rs.800/- and he be given Rs.800/- in the grade, if necessary on a temporary basis, with a suitable allowance.

Before the Hon. Minister

The present Financial Secretary has noted as under:

Kind reference is invited to the note of the Financial Secretary dated 13-11-46 in S.O. file No.197-46-1 (collection 33-46) and especially to the last sentence thereof. I agree with the view expressed therein and have nothing to add to it.

Since these two offices (Efficiency Audit and Anti-Corruption) have existed for two years by now, it may be kindly considered whether it is not now possible to have only one Officer for both these Departments, especially as this will conduce to economy.

The previous Financial Secretary has noted on 13.11.46 in the collection dealing with the appointment of Sri C.I. Machia, as under:

Sri. Machia is getting Rs.500 in grade 500-50/2-600. If any new post is to be created on 600-50/2-800 he will have to start on the minimum pay in that grade.

While fixing initial pay the allowance given for special reasons do not and ought not to count.

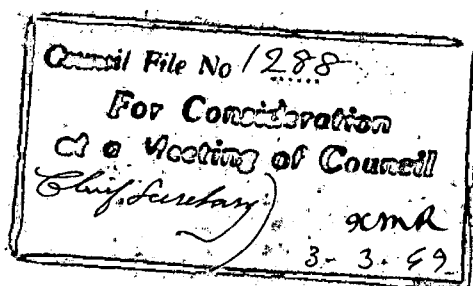
Again it would have to be remembered that whatever is given to this officer may have to be given to the other Special Officer and both these are comparatively junior officers.

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amongst Senior Assistant Commissioners. I would much rather prefer both these officers getting their grade pay plus Dependent allowance of 20% when they are doing duties outside their regular appointment."

The Chief Minister and the Dewan have ordered that the subject may be considered at a meeting of the Council.

scm. Ramesh Chandra
for Chief Secretary to Government
Kly



CIRCULATION NOTE.

Subject: Proposals to improve the status and emoluments of the Special Officer, Efficiency Audit.
Representation of Sri D.K. Srinivasachar, B.Sc.(Hons)

Among the administrative measures recommended by the Anti-Corruption Measures Investigation Committee, the most important one was the creation of the post of a Special Officer for Efficiency Audit and Anti-Corruption Measures for a period of five years in the first instance. This officer was to have two branches working under him: one an Efficiency Audit Branch and the other an Anti-Corruption Branch, each of which to be placed under the immediate charge of an officer of status not less than that of a Deputy Commissioner. But Government sanctioned the creation of an appointment of a Special Officer with the designation "Director, Efficiency Audit". Sri J. Appaji Gowda was appointed Director, Efficiency Audit and Sri D.K. Srinivasachar, Assistant Commissioner, Assistant to the Director of Efficiency Audit. As Assistant to the Director, Sri Srinivasachar was allowed his pay plus an allowance of Rs.100/- p.m. In November 1946, the Department was placed under the direct charge of a Minister and Sri D.K. Srinivasachar was appointed Special Officer, Efficiency Audit and Sri C.I. Machia, Senior Superintendent of Police was appointed Special Officer for Anti-Corruption Measures.

Sri D.K. Srinivasachar as Special Officer, Efficiency Audit has continued to draw his own pay in the Revenue Department and the allowance of Rs.100/- p.m. that was formerly granted to him. But Sri Machia as Special Officer, Anti-Corruption Measures, was given a pay of - ~~Rs.700/-~~ Rs.700/- p.m. in grade of Rs.600-50/2-800 with a duty allowance of Rs.100/- p.m. The reasons given were that as Sri Machia would be required to do very onerous and responsible duties and as he may have to tackle the cases of gazetted officer also. it was very necessary to give him adequate status and pay if he had to function effectively and efficiently and that since no Director was proposed to be appointed much of the responsibility in regard to the measures to be taken for checking or controlling malpractices and detection and investigation of cases would devolve on him. In October 1947, the pay of Special Officer, Anti-Corruption was revised to Rs.800-25-900. and Sri Machia

was permitted to draw a pay of Rs.800/- in the revised grade and the duty allowance of Rs.100/-. On the loaning of the services of Sri. Machia to Government of India, Sri K. Henjarappa was appointed Special Officer, Anti-Corruption on a salary of Rs.1,000/- per mensem.

Sri D.K. Srinivasachar states that whereas the pay of the Special Officer, Anti-Corruption has gone on improving from time to time, the pay of the Special Officer, Efficiency Audit, has remained what it was at the time of its inception, though the work involved is equally arduous and responsible. The work involves not only inspection and examination of various departmental offices, including frequently those of Deputy Commissioners of Districts and even of heads of departments. The work of Revenue Audit, which was till recently attended to in the Revenue Commissioner's Office, has been added on to the Efficiency Audit Branch. He feels that in order that the work of the Branch may be fully effective, an Officer of the rank and status of a Deputy Commissioner will be best fitted to hold the appointment. He therefore requests that the status of the Officer may be raised to that of a Deputy Commissioner with a minimum pay of Rs.800/- and he be given Rs.800/- in the grade, if necessary on a tenure basis, with a suitable allowance.

~~Prisee ka Sri Machia~~

The present Financial Secretary has noted as under:

"Kind reference is invited to the note of the Financial Secretary dated 13-11-46 in C.B. file No.197-46-1 (collection 33-46) and especially to the last sentence thereof. I agree with the view expressed therein and have nothing to add to it."

"Since these two offices (Efficiency Audit and Anti-Corruption) have existed for two years by now, it may be kindly considered whether it is not now possible to have only one Officer for both these Departments, especially as this will conduce to economy."

The previous Financial Secretary has noted on 13.11.46 in the collection dealing with the appointment of Sri C.I. Machia, as under:

"Mr. Machia is getting Rs.500 in grade 500-50/2-600. If any new post is to be created on 600-50/2-800 he will have to start on the minimum pay in that grade."

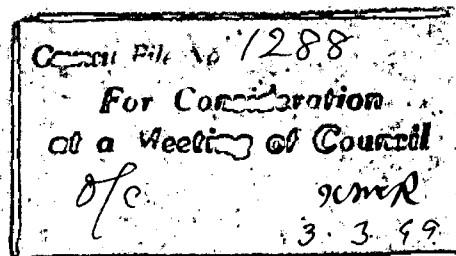
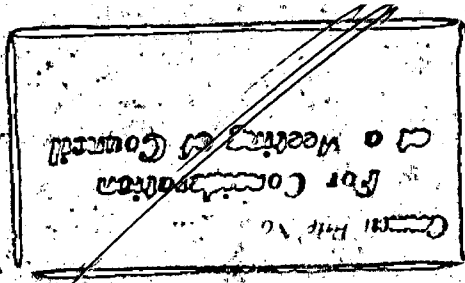
While fixing initial pay the allowances given for special reasons do not and ought not to count.

Again it would have to be remembered that whatever is given to this officer may have to be given to the other special Officer and both these are comparatively junior office

amongst Senior Assistant Commissioners. I would much rather prefer both these officers getting their grade pay plus ~~Deputation~~ allowance of 20% when they are doing duties outside their regular appointment."

The Chief Minister and the Dewan have ordered that the subject may be considered at a meeting of the Council.

for *Shri Ramaswami*
Chief Secretary to Government.



Sl. No.

~~44~~

~~2161~~
CB

lu

C.1288/48.

SUBJECT:-

Proposals to improve the status and emoluments of the Special Officer, Efficiency Audit. - Representation of Sri D.K.Srinivasachar, B.Sc.(Hons.)

OPINION OF COUNCIL.

Instructions in Council

may be dropped.

Recd
4/4/49

C.B.

Recd. u. u
4-4-49

~~Sus~~
B

ORDER

NOTE

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Submitted:

1) I request kind permission to lay before Government the following representation for favour of consideration and orders.

2) I was first taken on to the Efficiency Audit Department in July 1946 as Assistant to the then Director, Efficiency Audit, on my own salary (as Acting Senior Assistant Commissioner in grade Rs. 500-50/20-600) plus a Duty Allowance of Rs. 100/- p.m. With the cessation of my appointment as Director and the placing of the Department under the direct charge of a Minister in November 1946, I was appointed Special Officer, Efficiency Audit, and continued with the same status and on the same emoluments though, in view of the varied and

arduous duties assigned to me Special Officer under
G.O. No. M. 4487-577-G.M. 13, 46231 dated 7.11.1946

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(copy attached for favour of mad reference), and in
view of his having to function as the head of the
Efficiency Audit Branch of the Department working
directly under Government, the scope of work and
responsibility were greatly added to. Even at
present, I am drawing my own pay (as Sr.
Anti-Corruption) and the official Duty Allowance.

3) The Anti-Corruption Measures Investigation
Committee (of which I was Secretary earlier),
after a long and arduous investigation of all
Efficiency Audit and all Anti-Corruption Branch,
suggested that each of these be placed under the
immediate charge of an officer whose pay and status
not below those of a Deputy Commissioner, in order
that the officers concerned may be vested with
sufficient authority and prestige, each in his sphere
of work, for carrying out the object in view.
This suggestion would seem to have been accepted
in a measure only in so far as the Anti-Corruption

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V Branch was concerned. For, when the appointment of a Special Officer for that Branch was, ^{first} made, in December 1906, the Officer selected who, incidentally, was at that time on the ^{scale of} same pay ~~as~~ I have been in all along, was fixed on Rs. 700 + Rs. 100 D.A. p.m. in grade Rs. 600-50/- - 800; and in October 1909, the scale was revised to Rs. 800-25-900, with the Duty allowance attached, and there has since then been a further improvement in the emoluments of the holder of that office. No corresponding change took place in the case of the Special Officer, Efficiency Audit.

W 4) An examination of the nature and scope of work of the Efficiency Audit Branch and, in particular, of the duties of the Special Officer as defined in the above mentioned Govt. order and as obtaining in practice would, it is respectfully submitted, furnish overwhelming reasons for suitably enhancing the present status and emoluments of that Officer also. For, the work involves not only the inspection and examination of various departmental officers, including frequently those of Deputy Commissioners of Districts and even of Heads of Departments, but also the investigation of office irregularities of a grave and serious character. The work of Revenue Audit,

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which recently being attended to in the Revenue Commissioner's
Office, has also been taken up now by the Efficiency Audit
Branch. A Report on the work of the Branch up to the
end of the year 1947-48 has by now been laid before
Government and would, it is hoped, have furnished evidence
of the endeavours made so far in fulfilling the objectives
kept in view in constituting the Branch. In order that
the work of the Branch may be fully effective, it seems
both necessary and fitting that the officer in charge
should have a status commensurate with his duties,
and where the officer posted for such duties does not
already possess it, it is even customary to treat the
appointment as a tenure job with special pay or
grade. It would perhaps be relevant to recall in
this connection that the Inspector of Office Systems
in the State, who worked between 1925 and 1931 and
whose duties were comparable to more of the
Special Officer, Efficiency Audit, to-day, was drawn
from the cadre of Deputy Commissioners and given
an allowance of Rs. 150/- pm.

collection has
been destroyed

5) In the foregoing circumstances, I
submit that Government may be pleased to
consider and pass early upon the question
of raising the status and emolument of the

Special officer, Efficiency Audit, to rise to a Deputy Commissioner on a grade pay starting with the minimum of Rs. 800/- p.m., if not to be on a tenure basis, and with a suitable allowance, I being recorded in the cadre of Deputy Commissioners when the chance of my promotion as one materialise in the normal course.

S. Srinivasan

Special Officer,

Efficiency Audit.

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S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. M. 4487-577—G. M. 13-46-31, dated 7th November 1946.

Efficiency Audit Branch.

Passes orders regarding scope of work and functions of the —.

READ.—

Government Order No. 52-112—C. B. 29-46-1, dated 4th July 1946, sanctioning the appointment of a Special Officer with the designation "Director, Efficiency Audit" to be in charge of a system of Efficiency Audit and of Anti-corruption Measures.

2. Government Order No. 1996-2056—C. B. 150-46-1, dated 4th November 1946, sanctioning revised arrangements for the direction of the work relating to Efficiency Audit and Anti-corruption Measures.

ORDER No. M. 4487-577—G. M. 13-46-31, DATED BANGALORE,
THE 7TH NOVEMBER 1946.

A scheme of Efficiency Audit was for the first time introduced in the State in the year 1914. The objects of the scheme were, to secure a greater degree of co-ordination and uniformity of work than existed at the time, in order to ensure that the individual activities and operations of the several departments were in consonance with the general aims and objects of the Government, to see that the departments themselves were maintained according to the latest standards of progressive administration, and to provide necessary assistance to Heads of Departments in revising rules and standing orders applicable to the work of their respective departments. In other words, the cardinal aims to be achieved were, systematisation in office work and procedure, and efficiency in execution or despatch of business. The work of the Efficiency Audit Section was accordingly organised under the following heads:—

- (1) compilation of manuals and standing orders and securing strict compliance with their provisions in Government Offices;
- (2) periodical inspection and examination of individual offices and departments to ensure prompt despatch of business according to prescribed procedure;
- (3) investigation of irregularities in any department or office or of the grievances of the public in regard to the work of such department or office;
- (4) functioning as a bureau of information; and
- (5) undertaking administrative audit to supplement financial audit wherever necessary.

2. In pursuance of the above, a considerable amount of useful work was done by the Efficiency Audit Section, as for instance, in preparing Office Manuals, issuing detailed rules for office inspections, and introducing several improvements in office methods. The activities of the section were restricted in 1921 as a measure of retrenchment and practically ceased in 1922. In 1924, however, a system of office inspections was introduced together with a Scheme of Revenue Audit, and this was discontinued in 1931 on the recommendation of the Retrenchment Committee.

3. The need for reviving the system of Efficiency Audit was urged on the attention of Government at the Dasara Session of the Representative Assembly in 1945, when a resolution to that effect was passed by the House. Government, while emphasising that the adoption of suitable measures calculated to maintain efficiency in all departments of Government had always received their attention,

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No. M. 4487-577—G. M. 13-46-31, DATED 7TH NOVEMBER 1946.

agreed to examine the suggestions made in the course of the debate. Subsequently, the Committee set up by Government for examining the desirability of taking further steps in the matter of putting down corruption in the public service, also recommended the creation of an office of a Special Officer for Efficiency Audit and Anti-corruption Measures, and indicated in broad outline the duties of such an Officer on the Efficiency Audit side. On a consideration of the suggestions made from time to time in both the Houses of Legislature and of the recommendation of the above Committee, Government have now directed, in the Government Order dated 4th July 1946 read above, the revival of the Scheme of Efficiency Audit.

4. The following, among others, will be the aims and objects of Efficiency Audit work.

(1) To examine whether the rules and standing orders regarding correspondence and office procedure, routine and surprise inspections, maintenance of records, registers, diaries and journals and the preparation of business statistics and arrear lists, and whether other instructions issued for improving efficiency in offices, are being observed.

(2) To suggest alterations or modifications to such rules or standing orders as have ceased to serve effectively the purpose for which they were intended, to propose methods of simplification of office work and procedure and the abolition of unnecessary returns, statements, etc., and to review and revise, if necessary, the rules regarding regular and surprise inspections, so as to make them more stringent and conform to the present day requirements.

(3) To see that the revision of departmental manuals, wherever necessary, is properly and promptly attended to and that the circular files in offices are being correctly maintained and brought up-to-date.

(4) To pay particular attention to the state of correspondence and the disposal of business, the distribution of work among the staff, and the extent of guidance given and control exercised by the head of the office, and to ascertain if there are any avoidable delays in dealing with official work, in the disposal of petitions from the public or calls for information from co-ordinate and higher offices, in the submission of inspection and other reports and returns, etc.

(5) To examine whether the touring of executive officers is systematic and well regulated and conducive to the efficient despatch of business and whether the inspections conducted by them are thorough and methodical.

(6) To scrutinise whether powers of sanction vested in officers, including those relating to expenditure, are properly and judiciously exercised.

(7) To examine the nature and extent of the executive powers exercised at present by subordinate officials and officers of the several departments like Revenue, Forest, Excise, Public Works, Railways, Food and Civil Supplies, etc., and to suggest ways and means of preventing the misuse of such powers, keeping in view the need for adequate decentralisation of powers so as to obviate unnecessary correspondence and delay in the conduct and despatch of business.

(8) By a system of test Revenue Audit in selected offices, to examine whether there has been or is likely to be any leakage of revenue, or failure to credit amounts due to and received on behalf of Government, or failure to recover Government dues, or any other irregularities connected with the financial transactions of Government.

(9) Wherever possible, to attempt and secure co-ordination of work as opposed to duplication and over-lapping, and to see that all departmental administration is conducted smoothly and efficiently.

5 Apart from the matters referred to above, there will be special points for attention in each department which cannot, in the nature of things, be of general application. A few instances in respect of some important departments have been mentioned in the Annexure, but those referred to therein are to be deemed neither typical nor exhaustive.

For carrying out the work referred to above, an Efficiency Audit Branch will be constituted as a separate unit of the General and Revenue Secretariat and placed under the immediate charge of an officer who will be called "Special Officer for Efficiency Audit" and who will undertake systematic inspections—periodical as well as surprise—of subordinate offices, under the instructions of the Minister in

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charge of the portfolio and in accordance with the programme duly approved by him. The Special Officer may inspect any office of any department under Government except those of the Heads of Departments and the Deputy Commissioners of Districts or of corresponding officers of other departments. Prior notice of at least a week will normally be given, in the case of regular inspections, to the presiding officer of the office to be inspected and also to the Head of the Department or Deputy Commissioner of a District (or officers of corresponding status in other departments) as the case may be. Surprise inspections may also be conducted as and when deemed necessary under the general instructions of the Minister, particularly of offices or places where large amounts of money or property belonging to or in the custody of Government are kept. The regular as well as surprise inspections may cover, besides Government offices, places like lands, timber yards, saw-mills, forest depots, plantations, date groves, excise shops, work-shops, stores, food and agricultural and other Government depots, works of Public Works Department or other departments, etc., either for the purposes mentioned above or for investigating any specific irregularity or complaint brought to notice. The Special Officer may also undertake the examination of the offices of Heads of Departments and Deputy Commissioners of Districts (and corresponding officers of other departments) or of institutions under the immediate charge of such officers, either at their instance or under the specific orders of the Minister, in order to assist such officers in improving office methods, accelerating despatch of work or investigating any specific matter pertaining to the administration or work of the office. The business of the Special Officer will, in such cases, be confined to the scrutiny of the office registers, records, papers, etc., and will not, in the absence of special instructions to the contrary, include the examination of purely departmental or technical work.

Notes of inspection will be drawn up in every case of regular inspection by the Special Officer and a copy thereof forwarded to the presiding officer of the office inspected, through the Head of the Department or Deputy Commissioner concerned for necessary action. A relevant extract of such notes will, in addition, be submitted to the Minister in cases of any serious irregularities noticed or any special points meriting the attention of Government. In the case of the examination of the offices of Heads of Departments or Deputy Commissioners (and officers of corresponding status in other departments), the notes prepared by the Special Officer will be placed before the head of the office for such action as he may deem fit, a copy thereof being submitted at the same time to the Minister and, in the case of offices other than those of Heads of Departments, to the concerned Heads of Departments also. In the case of surprise inspections (necessarily and mostly of subordinate offices), a brief note of the results of every such inspection will either be recorded in the Inspection Minute Book of the office inspected or forwarded to the concerned office for necessary action through the Head of the Department or the Deputy Commissioner concerned, a copy of such note being submitted to the Minister in the event of grave or serious irregularities being noticed. Any course of action suggested in the inspection notes to remedy the defects noticed or to improve the procedure or the working of the office inspected will be normally given effect to by the head of the office inspected, by himself in so far as he is competent to do so, or, where orders of a superior authority are necessary, after obtaining such orders and to the extent that the suggestions, etc., made in the notes are approved or agreed to by such superior authority. Every such officer should intimate the Special Officer through the Head of the Department or Deputy Commissioner concerned once in a month, if no shorter time is indicated in respect of any item, the progress made in rectifying the defects, if any, pointed out and in giving effect to the several suggestions indicated in the notes of inspection. Where it is proposed not to adopt any suggestion made or course of action indicated in the notes, the head of the office concerned will, after obtaining the orders of the Head of the Department or any competent superior officer, intimate in the progress report itself the reason for not doing so to the Special Officer, who may, if necessary, obtain orders of the Minister in the matter.

All references and requisitions from the Special Officer for any records, papers or other correspondence, or for any information required in connection with the inspection work undertaken by him should be promptly complied with by the offices addressed. In the course of any regular or surprise inspections by him, any records,

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papers, documents, registers or other correspondence or material required for examination should be produced by or under the orders of the head of the office concerned without delay. Any officer of co-ordinate or subordinate status will, when required to do so, accompany the Special Officer on any inspection or visit in the course of the latter's work. The Auditors of the Efficiency Audit Branch sent in advance to any office in connection with inspection work will likewise receive the utmost co-operation and assistance from the concerned office staff by way of production of records, papers, registers, etc., proposed to be looked into, and free access to the office correspondence and files. In the course of his work, the Special Officer for Efficiency Audit will proceed as far as possible in consultation with, and under the instructions of the Heads of Departments or Deputy Commissioners (or officers of corresponding status) concerned, and seek their help and guidance as well as the co-operation of the presiding officers of the offices to be inspected.

Government trust that all the concerned officers will extend their full co-operation to the Efficiency Audit Staff in their work as outlined above.

K. THIPPERUDRIAH,
*Secretary to Government,
Education Department.*

To—The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.
The Comptroller to Government.

Exd—B. G. S.

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ANNEXURE

The following matters, among others, will receive the particular attention of the Efficiency Audit Staff in the course of their examination of the work in the several departments and offices :—

Revenue Department.—Whether darkhasts and petitions received are being registered and disposed of promptly, and if not, what the delay is due to and how best it could be remedied; whether Saguvali Chits are being issued in time; whether takrar takhtas are being put up promptly and all of them registered properly and dealt with speedily and in accordance with rules, and whether the demands on that account are booked and recoveries effected without delay; whether Amarai and Hulbanni revenues are properly safeguarded and whether their sales are being conducted without prejudice to the interests of the villagers and of Government; whether applications for the several kinds of loans are being promptly dealt with and the allotments for such loans fully utilised and whether the dues in that behalf are being recovered regularly, etc.

Whether the special schemes, including those pertaining to the Rural Reconstruction Drive, the amelioration of the Depressed Classes, the sinking of drinking water and irrigation wells, etc., and special concessions of any kind are functioning or are being operated effectively, and in what direction, if any, the working of the schemes could be improved; and whether the issues of licenses of all kinds, petrol coupons, etc., in Revenue Offices are made in accordance with rules and in an equitable manner.

Forest Department.—Whether transactions pertaining to the storage and disposal, specially of old timber, the planting operations, the sale of forest produce and the issue of license, permits, etc., are being conducted in accordance with the prescribed rules.

Excise Department.—Whether transactions pertaining to sales of Excise privileges, tapping of trees, etc., as also the inspections by the officers concerned of date groves and shops, and the registering of offences under the Excise and Opium Acts and Rules, and also all processes connected with the several Excise Duties are being carried on as per rules.

Registration Department.—Whether documents, etc., presented by the public for registration are dealt with regularly and promptly.

Public Works Department.—Whether there is promptitude in dealing with bills of contractors, etc., whether there is proper recording of measurements and whether the progress of work relating to restoration and maintenance of tanks is satisfactory.

Railways.—Whether transactions connected with the allotment of waggons, the booking and delivery of goods and parcels, reservation of seats, etc., are properly conducted.

Department of Food and Civil Supplies.—Whether the system of issue of consumption cards, permits, licenses, quotas, etc., in respect of rationed and controlled articles is being worked in accordance with orders or instructions issued from time to time and whether powers have been vested properly.

General.—Whether every vital process or procedure peculiar to each department is being followed in a manner calculated to ensure promptness and fair dealing in all matters affecting the interests of Government as well as of the public.

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